

# BLANKET PURCHASE ORDER

## STATE OF MARYLAND

\*\*\*\*\* STATE OF MARYLAND \*\*\*\*\*

BPO NO: 001B3400005

PRINT DATE: 01/30/13

PAGE: 01

<b>SHIP TO:</b>  AS SPECIFIED ON INDIVIDUAL ORDERS		
<b>VENDOR ID:</b> 1942388882 NEOPOST 478 WHEELERS FARMS RD  MILFORD, CT 06461 (703 ) 564-4647		<b>REFER QUESTIONS TO:</b>  LEAH HINSON (410 ) 767-4632 LEAH.HINSON@DGS.STATE.MD.US
<b>ITB:</b>	<b>EXPR DATE:</b> 10/31/14 <b>POST DATE:</b> 11/02/12	<b>DISCOUNT TERMS:</b> . NET 30 DAY <b>CONTRACT AMOUNT:</b> .00

### TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

VENDOR TELEPHONE NUMBER: (703) 564-4647

CELL NUMBER: (301) 266-2228

VENDOR TO SUPPLY MAIL ROOM EQUIPMENT, SUPPLIES AND MAINTENANCE ACCORDING TO THE WSCA/NASPO CONTRACT NUMBER ADSP011-00000411-4, WITH THE STATE OF ARIZONA.

CONTRACT PERIOD: NOVEMBER 1, 2012 THROUGH OCTOBER 31, 2014 TWO (2) YEAR WITH THREE (3), ONE (1) YEAR RENEWAL OPTIONS.

CONTRACT RESTRICTIONS: VENDOR MAY NOT PROVIDE ANY PRODUCTS THAT ARE ALREADY BEING SUPPLIED UNDER A CURRENT BLANKET CONTRACT WITH THE DEPARTMENT OF GENERAL SERVICES. ONCE THOSE CONTRACTS EXPIRE INCLUDING ANY RENEWAL OPTIONS, NEOPOST USA, INC., MAY THEN SUPPLY THESE PRODUCTS AT THE DISCOUNTED PRICES AS INDICATED UNDER THIS AGREEMENT.

NEOPOST USA, INC., CONTRACT DISCOUNT PRODUCT CATEGORY: THIS IS A LISTING OF CATEGORIES SUPPLIED UNDER THIS AGREEMENT. FOR EXACT PRICING LOG ONTO [WWW.SPO.AZ.GOV/DIRECT\\_SERVICES/STATEWIDE/WSCA\\_PAS/ADSP01100000411.ASP](http://WWW.SPO.AZ.GOV/DIRECT_SERVICES/STATEWIDE/WSCA_PAS/ADSP01100000411.ASP).

THIS CONTRACT IS SUBJECT TO THE ATTACHED TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000.

CHANGES

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## STATE OF MARYLAND

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BPO NO: 001B3400005

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### TERMS (cont'd):

- A. THE STATE AND NEOPOST USA, INC., HAVE AGREED TO INCORPORATE THE ATTACHED MARYLAND TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000. IN THE EVENT OF A CONFLICT BETWEEN THE ATTACHED MARYLAND TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000 AND THE TERMS AND CONDITIONS OF THE WSCA CONTRACT AGREEMENT, NUMBER ADSP011-00000411-4, WITH THE STATE OF ARIZONA, THE TERMS OF THE MARYLAND TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000 WILL TAKE PRECEDENCE OVER TERMS CONTAINED IN WSCA CONTACT, NUMBER ADSP011-00000411-4.

#### PROCESSING FEE

1. CONTRACTOR SHALL PAY A PROCESSING FEE TO THE STATE IN THE AMOUNT OF ONE PERCENT (1%) OF THE TOTAL CONTRACT SALES. THE PROCESSING FEE IS CALCULATED BASED ON ALL SALES TRANSACTED UNDER THE CONTRACT, MINUS, ANY RETURNS OR CREDITS. THE PROCESSING FEE SHALL NOT BE CHARGED DIRECTLY TO THE CUSTOMER, E.G., AS A SEPARATE LINE ITEM, FEE OR SURCHARGE, BUT SHALL BE INCLUDED IN THE CONTRACTS UNIT PRICES.

2. THE PROCESSING FEE SHALL BE SUBMITTED TO THE DEPARTMENT OF GENERAL SERVICES, FISCAL SERVICES DIVISION, 301 W. PRESTON STREET, ROOM 1309, BALTIMORE, MD., 21201, WITHIN TEN (10) CALENDAR DAYS FOLLOWING THE END OF EACH CALENDAR MONTH ALONG WITH A MONTHLY USAGE REPORT DOCUMENTING ALL CONTRACT SALES. AN EXCEL VERSION OF THE MONTHLY USAGE REPORT SHALL ALSO BE EMAILED TO THE EMM DATABASE SPECALIST KATRINA ROBERTS AT KATRINA.ROBERTS@DGS.STATE.MD.US.

3. FAILURE TO REMIT PROCESSING FEES IN A TIMELY MANNER OR REMITTANCE OF FEES INCONSISTENT WITH THE CONTRACT'S REQUIREMENT MAY RESULT IN THE STATE EXERCISING ALL RECOURSE AVAILABLE UNDER THE CONTRACT INCLUDING, BUT NOT LIMITED TO, A THIRD PARTY AUDIT OF ALL CONTRACT ACTIVITY. SHOULD AN AUDIT BE REQUIRED BY THE STATE, THE CONTRACTOR SHALL REIMBURSE THE STATE FOR ALL COSTS ASSOCIATED WITH THE AUDIT UP TO \$10,000.00 OR ONE (1%) PERCENT OF THE CONTRACT'S ESTIMATED ANNUAL VALUE, WHICH EVER IS HIGHER.

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<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
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0004	60071-000099	EA	
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MAIL ROOM EQUIPMENT, (LEASED), MAILING MACHINES, SCALES, FOLDING/INSERTING EQUIPMENT, SYSTEMS ETC.

BASE UNIT TO PURCHASE OR LEASE

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0005	60071-000099	EA	
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MAIL ROOM EQUIPMENT, (LEASED), MAILING MACHINES, SCALES, FOLDING/INSERTING EQUIPMENT, SYSTEMS ETC.

OPTIONAL ACCESSORIES TO PURCHASE OR LEASE

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0006	60071-000099	EA	
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MAIL ROOM EQUIPMENT, (LEASED), MAILING MACHINES, SCALES, FOLDING/INSERTING EQUIPMENT, SYSTEMS ETC.

MAILROOM EQUIPMENT OPERATING SUPPLIES TO PURCHASE OR LEASE.

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MAIL ROOM EQUIPMENT, (LEASED), MAILING MACHINES, SCALES, FOLDING/INSERTING EQUIPMENT, SYSTEMS ETC.

MAILROOM EQUIPMENT MAINTENANCE CONTRACTS FOR PURCHASED OR LEASED ITEMS.

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END OF ITEM LIST

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VENDOR FEDERAL IDENTIFICATION NUMBER: 1942388821

VENDOR TELEPHONE NUMBER FOR PLACING ORDERS: (703) 564-4647

VENDOR CONTACT PERSON: LAUREN SPATES

\*\*\*\*\* LAST PAGE \*\*\*\*\*

AUTHORIZED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

BUYER AUTHORIZED DESIGNEE

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BPO NO: 001B3400005

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### SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

**VENDOR ID:** 1942984524

MAILFINANCE INC

478 WHEELERS FARMS RD

MILFORD, CT

(703 ) 564-4647

06461

### REFER QUESTIONS TO:

LEAH HINSON

(410 ) 767-4632

LEAH.HINSON@DGS.STATE.MD.US

**ITB:**

**EXPR DATE:** 10/31/14

**POST DATE:** 11/02/12

**DISCOUNT TERMS:**

NET 30 DAY

**CONTRACT AMOUNT:**

.00

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